

St. Francis High School Summer School Policies and Procedures **June 15-July 24, 2015**

General Policies

All rules and regulations of St. Francis Catholic High School are in effect during the summer sessions. Infractions (e.g. dress code or phone violations, tardiness – see Student Parent Handbook) may result in detentions being issued. Students who receive three or more detentions may be asked to leave summer school with no credit and no refund. Students and parents of all students enrolled in the St. Francis High School summer program will need to fill out and return a policy form on the first day of their class or camp. This form will be sent via email to the primary household email address on file prior to the start of summer classes.

Tuition Policy

Tuition cost for each camp or course is indicated by camp/course description. Our online registration process requires payment by credit card at the time of registration. To make alternate payment arrangements, please call 916-737-5040. If paying by check, half tuition is due with registration and the other half is due 30 days after registration or by June 1, 2015, whichever comes first.

Cancellation Policy

A full refund, less \$50, will be issued if courses/camps are cancelled by May 15, 2015, after which time a full refund will be issued only if a course/camp is cancelled by St. Francis High School. For any registrations that take place after May 15, 2015, a full refund, less \$50, will be issued if courses/ camps are cancelled within 5 business days of registration.

Students will be denied class admission if tuition is unpaid. St. Francis High School reserves the right to cancel classes that do not have sufficient enrollment. Classes will be filled on a first come, first serve basis. St. Francis students have priority admission to academic courses. Class rosters will be posted at the front of the school on the first day of the class.

Attendance

Attendance is taken daily. If a student is absent, parents are to call the Summer Session Attendance Office at 916-737-5050 before 9:00AM on the day of the absence to advise the school of the reason for the absence. Students enrolled in credit courses may not miss more than 1 day during each 3-week session or semester if they wish to be granted credit for the course. The campus is closed on July 3, 2015.

Transportation Policy

Pick Up/ Drop Off: All pickup and drop off of students needs to take place in the driveway off Elvas Avenue. Students are not permitted to be dropped off or meet their drivers anywhere on M Street, 62nd Street, any other street adjacent to the school or in the student parking lot on campus. Parents are encouraged not to wait in the designated pickup and drop off area until 15 minutes prior to the end of classes. Parents who arrive early impede the flow of traffic both through the Elvas Avenue loading zones and on Elvas Avenue. If your student is not ready to leave when you arrive at the pickup zone, we appreciate your pulling forward to the end of the parking lanes in the loading zone so you do not slow or stop traffic behind you. Parents

dropping off or picking up their students should not use the “Student Driver” entrance near the Elvas Avenue lights.

Student Drivers: Student drivers are to park in the student lot near the Fine Arts complex in designated parking areas only. Access to the parking lot is on Elvas Avenue. Before 7:40 AM, students can turn into the school using the Elvas Avenue light. From 7:40 AM-8:00 AM, student drivers can access the parking lot using the “Student Driver” Entrance near the Elvas Avenue lights. Students are not permitted to park along M street, 62nd Street, or any other off campus location or street adjacent to the school. The parking lot is off limit at all times during school hours.

Dress Code

Our summer school dress code is casual and comfortable. Students are expected to dress in clean, appropriate attire. No hats are to be worn in the classroom. Tank tops, sports shorts, crop tops, bathing suits and clothing with inappropriate language are not acceptable. Shorts and tops must be modest. Shorts should be no shorter than 3 inches above the knee. Tops must cover the back and stomach. Students participating in Sports Camps should refer to the “Sports Camp Information Sheet” for proper sports attire for each camp.

Supervision

St. Francis High School is not responsible for supervision of students outside of class time, including lunch breaks. Students enrolled in the full-day Camp Troubie program will have a supervised lunch between 12:00 PM and 12:45 PM daily.

Books

If there is a required book for an academic course, it is indicated in the course description. Hardbound, iBooks, and eBook links will be available for purchase in May. Although books can be purchased through any vendor, the ISBN and edition must exactly match those listed in the online book catalog. Students are responsible for purchasing textbooks and/or materials required for all classes, including pens, pencils, paper and notebooks.

In those classes with limited enrollment, students who are on a waitlist for our Summer School Program will be notified of available space prior to the first day of class.

iPad Policy

Several of our academic credit and non-credit courses require the use of iPads during the summer. Please check back on our website in April for a more detailed description about iPad policies and conditions.

Dining Hall

The St. Francis High School Dining Hall will offer lunch and snack items for purchase during the summer session from 8:00 am- 12:20 pm. Students/Campers may bring their own food and snacks which can be eaten in the Dining Hall or in Serra Court at the tables provided.

Media Policy

St. Francis High School reserves the right to include in its print or digital publications and advertising materials photographs with or without identification of summer school students, whether or not they attend St. Francis High School during the regular school year, unless specifically requested not to do so by any individual (or parent/guardian, in case of a minor). To rescind permission, please notify the Summer School Director at summer@stfrancishs.org.